



TEMPORARY USE PERMIT APPLICATION

Liberty Lake Planning & Community Development
22710 E. Country Vista Blvd., Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

INTENT

- A. Any owner of any property may submit an application for the temporary use of a structure or premises in any zone classification for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone classification in which it is located, provided that such use is of a temporary nature and does not involve the erection of a substantial structure. A nonrenewable zoning certificate for such use may be granted by Planning & Community Development (P&CD) in the form of a temporary and revocable permit, for not more than a six (6) month period, subject to such conditions as will safeguard the public health, safety, and general welfare. A temporary use may also require a building permit as issued by Planning & Community Development.
- B. Any owner of any property may submit an application for the temporary use of a manufactured (mobile) home for the purpose of accommodating a dependent relative, provided that such structure is of a temporary nature and the applicant meets the specific criteria for said use in the underlying zone classification. A renewable zoning certification for such use may be granted by Planning & Community Development in the form of a temporary and revocable permit, for not more than a twelve (12) month period, subject to such conditions as will safeguard the public health, safety, and general welfare. Said permit may be renewable for periods of up to twelve (12) months upon demonstration to Planning & Community Development that said permit is still necessary and that the property remains in compliance with the conditions of approval.

The processing of applications for said use and the administrative decision process shall be established by Planning & Community Development and shall be available to all interested applicants.

- C. Seasonal Temporary Use Permit: A temporary permit may be administratively issued for seasonal harvest festivities/sales that are temporary and incidental activities associated with the sale of a harvest crop. The purpose of this permit is to provide a way for sellers of their own agricultural products to have some marketing flexibility during special times of the agricultural season. The intent of this permit is not to provide alternative ways to create permanent or semi-permanent sales businesses that would otherwise require a zone reclassification to a commercial zone. The permit may be issued for two (2), four (4), six (6) or eight (8) months and may be renewed annually. In no case shall a permit or combination of permits be valid for more than eight (8) months in any calendar year. The permit may include requirements and/or restrictions that the Director/designee deems appropriate. The types of requirements and/or restrictions that may be imposed may include but are not limited to the following:
- 1) Requirements for off-street parking;
 - 2) Specifying the hours of operation;
 - 3) Providing a detailed list of all the events that will be sponsored throughout the season;
 - 4) Adequate ingress and egress is provided to the site;
 - 5) Mitigating nuisance generating features such as noise, air pollution, wastes; vibration, traffic, physical hazards, off-site glare; and
 - 6) Specifying appropriate signage.

APPLICATION PROCEDURES

Application for the types of administrative actions described in Zoning Code Chapter 14.500, Administrative Procedures, shall be made to P&CD on forms provided for that purpose. The City shall collect from the property owner an application fee, as established in the Planning & Community Development Dept. (P&CD) Fee Schedule, which may cover normal processing costs. Prior to filing an application for a temporary use permit, an applicant shall complete a Pre-Application Conference Request Form and a Pre-Application Conference shall be held to review the proposal and the application process.

Any decision by Planning & Community Development should be made within thirty (30) days of receipt of a complete application and may include provisions to mitigate project impacts. The action of the Director of Planning & Community Development shall be considered final and conclusive unless an appeal is filed with the Planning & Community Development Dept. (P&CD) under procedures set forth in Section 14.412.041 of the Zoning Code or City Municipal Code Chapter 9, as applicable.

Temporary Use Permits: Notice

The applicant shall be responsible for preparing the Type I Project Permit public notice and preparation instructions will be supplied to the applicant by P&CD.

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the below listed agent/consultant/attorney to act as our agent with respect to this application.

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from property owner)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROJECT INFORMATION

Site Address / Location: _____

Parcel Number(s) of Project / Proposal: _____

Legal Description of Project / Proposal: _____

Section_____ Township_____ Range_____ Source of Legal Description: _____

Parcel Size(s): _____

Adjacent Area Owned or Controlled (acres or sq. ft.): _____

Parcel Number(s) of Adjacent Area: _____

Existing Use of Subject Property: _____

Describe proposed use of the property, noting change from "existing use": _____

Zoning Designation: _____ Land Use Designation: _____

School District: _____ Fire District: _____

Sewer Purveyor: _____ Water Purveyor: _____

List Previous Planning Actions Involving Subject Property: _____

Name of Public Road(s) Providing Access: _____

Width of Property Fronting on Public Road: _____

Does the Proposal Have Access to an Arterial or Planned Arterial: ☐ YES ☐ NO

Name of Arterial Road(s): _____

Does the proposal meet all standards? Yes No

If not, has one or more variances been requested? Yes No

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- ☐ **APPLICATION FORM**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees and associated environmental fees (contact the Planning & Community Development Dept. for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the temporary use permit.*
- ☐ **ASSESSOR'S SECTION MAPS**
Submit 2 copies of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal and stamped by a licensed land surveyor. Platted (1"=200') and range (1"=400') parcel maps must be obtained, as you may need both sets, depending on your property location. The maps are used for legal notification of property owners adjacent to the property (shown in red).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.
- ☐ **ZONING SECTION MAP**
Submit 1 copy of the official zoning map with the zoning labeled on the property. The zoning boundary shall be stamped by a licensed land surveyor. Copies of official zoning maps are obtainable from the City of Liberty Lake Planning & Community Development Department. (The written legal description(s) on the application form and the zoning boundary(s) shown on the map shall coincide).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.
- ☐ **ENGINEER'S SECTION MAPS**
Submit 1 current copy of the section map(s) showing the subject property outlined in red. Engineer section maps are available at the County Engineer's office
- ☐ **LEGAL DESCRIPTION**
The legal description of the property shall be illustrated on the site plan. The source of the legal description shall be clearly indicated.
- ☐ **ENVIRONMENTAL CHECKLIST**
- ☐ **CERTIFICATE OF WATER & SEWER AVAILABILITY**
Submit 1 copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
- ☐ **REQUIRED PUBLIC NOTICE** - Planning & Community Development staff will provide you with the preparation instructions at the Pre-Application Conference
- ☐ **SITE PLAN**
Submit 3 copies of the proposal (11" x 17" minimum) with written legal description and containing:
 - a. Scale of drawing & North arrow
 - b. Vicinity map
 - c. Site area showing property boundaries & dimensions
 - d. Width and names of streets adjacent to the site
 - e. Existing buildings

- f. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
- g. Height of all structures
- h. Parking areas/ spaces/ driveways
- i. Landscaping
- j. Fencing
- k. Topography of the site
- l. Easement(s) affecting the use of the property
- m. Septic tank, drainfield, and well
- n. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
- o. Location and size of all wetlands
- p. Easement which provides access to the public street
- q. Access, if different from easement

☐ **SEASONAL TEMPORARY USE PERMIT (requirements)**

- a. Specify hours of operation
- b. Provide a detailed list of all the events that will be sponsored throughout the season
- c. Specify crops grown on-site
- d. Specify permit option (2, 4, 6, or 8 months)

☐ **OTHER EXHIBITS OR APPLICATIONS**

Certificate of Exemption _____

Administrative Exception _____

Other: _____

☐ **CONCERNS OR NOTES**

APPLICATION - PART 3

SURVEYOR VERIFICATION

I, THE UNDERSIGNED, A LICENSED LAND SURVEYOR, HAVE COMPLETED THE INFORMATION REQUESTED. THE MAP / SITE PLAN HAS BEEN PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE ZONING / SUBDIVISION REGULATIONS AND THE LAWS OF THE STATE OF WASHINGTON.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF SURVEYOR _____ DATE _____

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE PREVIOUSLY IDENTIFIED LAND USE ACTION, OR, IF NOT THE OWNER. ATTACHED HEREWITH IS WRITTEN PERMISSION FROM THE OWNER AUTHORIZING MY ACTIONS ON HIS/HER BEHALF.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF APPLICANT OR REPRESENTATIVE

DATE

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING & COMMUNITY DEVELOPMENT DEPT. OFFICE USE ONLY)

DATE RECEIVED: _____

RECEIVED BY: _____

DATE COMPLETE: _____

FILE NUMBER: _____

TOTAL FEES: _____

RECEIPT NUMBER: _____

ADDITIONAL INFORMATION: _____
